

# TOWNSHIP OF EVESHAM

## JOB OPPORTUNITY

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**TITLE:** ADMINISTRATIVE CLERK – Part-time  
**DEPARTMENT:** MUNICIPAL CLERK  
**SALARY:** \$14.00/hr.  
**SCHEDULE:** MONDAY – FRIDAY 10:30 a.m. – 4:30 p.m. (27.5 hours per week)  
Flexibility with schedule as necessary to include evenings/ weekend days  
when required: (Elections, Council Meetings, Rabies Clinics, etc.)

The Municipal Clerk's office maintains all records with regard to the Township's ordinances, resolutions, and all other public proceedings. The office is the official Custodian of all township records and documents.

### POSITION SUMMARY:

Reporting to the Municipal Clerk or designee, this position will be responsible for becoming familiar with the responsibilities of a Municipal Clerk's office in order to assist with all aspects of the daily operation of the office. The position will provide general clerical/technical assistance as well as customer service.

### POSITION QUALIFICATIONS:

HS grad/equiv. with previous experience in an office/clerical environment required. Previous experience in a municipal environment preferred.

### SPECIALIZED SKILLS/KNOWLEDGE:

Proven communication/customer service skills. Must have excellent computer skills.

Employment Applications may be obtained in the HR office or downloaded from our website: [www.evesham-nj.org](http://www.evesham-nj.org). Please return the Application or your resume to:

### Township of Evesham Municipal Building

HR Office  
984 Tuckerton Road  
Marlton, NJ 08053

or

***hr@evesham-nj.gov***